

# Facilitation Skills (Train the Trainer)

The “Facilitation Skills (‘Training the trainer’)” training empowers delegates to ...

## Outcomes

- Understand the concepts and theory of group dynamics
- Facilitate effective group dynamics
- Facilitate training that utilises the different roles people fulfil in teams
- Learn the skills of using training and presentation aids
- Learn the skills of using verbal and non-verbal (body language) communication to influence delegates
- Learn the art of asking questions to stimulate dialogue
- Design, develop and construct training manuals or facilitation processes.

Who should attend?	Duration
<ul style="list-style-type: none"> <li>• Trainers and Facilitators</li> <li>• Teachers</li> <li>• Business Managers</li> <li>• Managers promoted to higher positions</li> <li>• Any person managing and working with a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Three days.</li> </ul>

## Training Content

### Module 1: Starting a group

*This module explains:*

- How to start a group?
- Ice breakers – how and when to use them during training?
- Delegates expectations in the training process
- How to set group norms and rules for effective team functioning.

### Module 2: Adult learning

*This module explains:*

- The new paradigms of learning
- Adult learning and stages of learning.

### Module 3: Communication in groups

*This module explains:*

- The communication model as basis for understanding training and facilitation.

- Body language
- Attentive listening
- The art of asking questions.

### Module 4: Training manuals

*This module explains:*

- Step by step development of a training manual.

### Module 5: The dynamics of facilitation

*This module explains:*

- Effective delivery of training or facilitation
- Developing a facilitation process
- Understanding training or facilitation dynamics
- Group dynamics during training or facilitation.

**Module 6: Facilitation aids**

*This module explains:*

- How to use training and facilitation aids (flipchart, white board, overhead projector, data projector, etc.)

**Module 7: Facilitation in action**

*In this module:*

- Delegates do a 15-minute training or facilitation session that is videotaped
- Professional feedback is given on videotaped facilitation sessions.